# CLERK'S INFORMATION SYSTEM (CIS)

**November 2006**
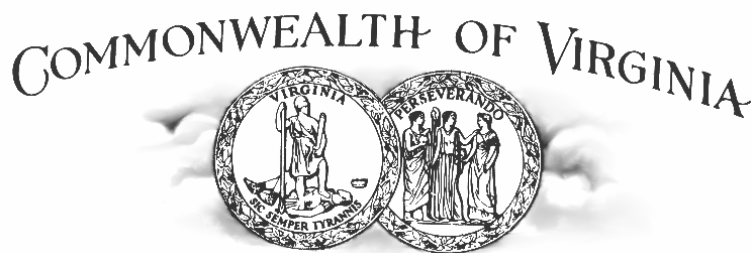
COMMONWEALTH OF VIRGINIA

## STATE CORPORATION COMMISSION
### Office of the Clerk

New Clerk's Information System Users:

Thank you for your interest in the State Corporation Commission's (SCC) Clerk's Information System (CIS) that allows you to directly access general information on corporations, limited partnerships, limited liability companies, business trusts and UCC filings.  While CIS is accessible through the web, it is not considered a web-enabled system.  The CIS system was originally designed for internal use by trained employees in a high volume data entry environment.  However, the need to make this information more readily available to our customers through the Internet outweighs concerns regarding ease of use.

Performing the following steps can help make your experience a successful one:

- Familiarize yourself with the Frequently Asked Questions (FAQS)
- Please read the section of the Help Manual applicable to the type of inquiry you are trying to perform

Again, thank you for your interest in the Clerk's Information System.  We welcome your comments and questions; please use the following phone numbers or email address if you wish to contact us:

Internet Access Help Desk (804) 371-9819

SCC Call Center (804) 371-9733
(866) 722-2551 (toll-free in Virginia)
(for business entity information or copies)

E-mail address: webmaster@scc.virginia.gov

Tyler Building, 1300 East Main Street, Richmond, VA 23219-3630
Clerk's Office (804) 371-9733 or (866) 722-2551 (toll-free in Virginia) www.scc.virginia.gov/clk
Telecommunications Device for the Deaf-TDD/Voice: (804) 371-9206

# Frequently Asked Questions for CIS

**Why is the standard tool bar missing from the browser window?**

The Clerk's Information System (CIS) is not a true web-enabled application. CIS is a mainframe system that has been made accessible through the Internet. CIS is a transaction driven system which requires the use of the Enter or F keys to navigate from one screen to another. The normal Back and Forward buttons associated with a true web-enabled application do not work in this environment. To prevent unnecessary frustration, the navigation bar does not appear in the browser window.

**How do I navigate from one screen to the next?**

The Clerk's Information System (CIS) is not a self-documenting system. To maximize your effective use of the system it will be necessary to become familiar with the documentation associated with the various inquiry functions such as "Corporate Inquiries" or "UCC Filings by Debtor/Taxpayer".

**How do the F keys work?**

F key functionality can work differently from screen to screen. The documentation for each type of inquiry will explain in detail the role of the F keys in navigating through the system. Following is a general overview of how the F keys function, but keep in mind that this may not apply to all screens.

F1: Mainframe Help Screens: Use of this button is not recommended. The help dialogue programmed into the mainframe system will only display the navigational keys that are available in a particular screen, with no explanation attached. Instead, it is recommended that the HELP button in the blue border be used. This HELP button will display a PDF version of the Clerk's Information System Help Manual.

F2: Main Menu, will always take you to the Clerk's Information System Main Menu.

F3: Prior Screen or start over current function with blank input screen.

F4: Prior Menu or start over current function from the previous menu screen

F5: Queries Menu, applicable only when viewing business entity information, e.g., corporations or limited liability companies. The query menu can be invoked when viewing the general display screen for a business entity or from one of the query result screens that was previously chosen from the query menu. To return to the general display screen from a query result, the F5 key must be used again to invoke the query menu, so that the F1 key can be used to return to the general display screen.

F7: For screens that show a list of items, F7 can be used to page backward through the list.

F8: For screens that show a list of items, F8 can be used to page forward through the list.

All Other F Keys: Other F keys are used in the various query menus and are self-explanatory but these keys do not usually play a role in the general navigation of the system. For F keys higher than F12, you must use a combination of the shift key and appropriate F key. For example, to select F13, while holding down the shift key, depress the F1 key. For F14, while holding down the shift key, depress the F2 key and so on.

**What causes the "YOU ARE NOT AUTHORIZED TO EXECUTE THIS COMMAND" error?**

You have accidentally keyed a value in the Command Line field on the screen. Even keying a space in this field can cause this error. Highlight the Command Line field by clicking on it and depress the Delete key to erase all contents. Normal navigation should be allowed to continue.

**What causes the "Server Exceeded Connection Pool" error?**

At this time the maximum number of customers that can simultaneously access CIS is 125.  An attempt to access CIS while the maximum number of customers is being served will result in a message saying "Server Exceeded Connection Pool".  Customers are most likely to receive this message on a business day between the hours of 10:00 a.m. and 2:00 p.m. when usage is highest.  If you receive this message, please continue your attempts to access the system or try accessing outside of the aforementioned hours.

# DIRECT ACCESS MAIN MENU

The Direct Access Main Menu is for selecting the type of inquiry you wish to perform.

Key the numeric value or place your cursor adjacent to the inquiry type you wish to perform and depress or click the Enter key.

```
WEB#999                       Clerk's Information System              02/24/97
CISD8900                       Direct Access Main Menu                 08:52:28

        Select a function, then press Enter.

                       1  1.   Corporate Inquiry Menu
                          2.   Limited Partnership Inquiry Menu
                          3.   Limited Liability Company Inquiry Menu
                          4.   Business Trust Inquiry Menu
                          5.   UCC Filings By Debtor/Taxpayer
                          6.   Specific UCC Filing Inquiry
                          7.   History Inquiries Menu
                          8.   LLC History Inquiries Menu
                          9.   Business Trust History Inquiries Menu
                         10.   Name Search all Entities
                         11.   SIGNOFF




 Command: ...................................................................
 F1=Help F2=Main Menu F4=Prior Menu
```

## PURPOSE:

This inquiry is used to retrieve general information on corporations, limited partnerships, limited liability companies and business trusts.

## PROCEDURE:

When this option has been selected, the inquiry screen will appear (Corporate, Limited Partnership, Limited Liability Company or Business Trust Data Inquiry). The following data will be retrieved from the database and displayed on the screen:

**C/LP/LLC/BT** Corporate, LP, LLC or Business Trust ID and Name
**C/LP/LLC/BT** Status and Status Date
**C/LP/LLC/BT** Incorporation Date/Date of filing and period of duration
**C** Industry Code
**C/LP/LLC/BT** State of Incorporation/Filing
**C** Stock Indicator
**C/LP/LLC/BT** Merger Indicator
**C** Monitor Indicator, Case Status, Case Number and Hearing Date
**C** Good Standing Indicator
**C/LP/LLC/BT** Registered Agent Information including name, address, status, effective date and court location
**LP/LLC/BT** Specified Office Address
**C** Annual Report Information including microfilm number, date received, status
**C/LP/LLC/BT** Annual Assessment Information including Assessment Indicator, year, fees, penalty, balance and total shares (corporate only)

```
 CISDRCT1                    Clerk's Information System              01/21/97
 CLKD0318                     Corporate Inquiries Menu               16:32:16

     Select a function, then press Enter.

                1_ 1. Data Summary
                   2. Stock
                   3. Registered Agent
                   4. Officers/Directors and Principal Office
                   5. Fictitious Names
                   6. Name Search
                   7. Reserved/Registered Names
                   8. Old Names
                   9. Activity

                   Corp ID _____ _
                 Corp Name _____



 Command: ...........................................................
 F1=Help F2=Main Menu F4=Prior Menu
```

Key the numeric value for the type of inquiry you wish to perform and depress the Enter key.

```
CISDRCT1                              CIS                        01/21/97
SW2LU55   CISM0180        CORPORATE DATA INQUIRY                 16:33:21

   CORP ID:  _____ - 0   STATUS:                  STATUS DATE:
   CORP NAME:  _____
             _____
DATE OF CERTIFICATE:          PERIOD OF DURATION:        INDUSTRY CODE:
STATE OF INCORPORATION:                 STOCK INDICATOR:
MERGER INDICATOR:               MONITOR INDICATOR:
GOOD STANDING INDICATOR:            CASE STATUS:   HEARING DATE:
CHARTER FEE:                        CASE NO:
   R/A NAME:

     STREET:

      CITY:                     STATE :      ZIP:
 R/A STATUS:                   EFF. DATE:        LOC.:
ACCEPTED AR#: 000 00 0000  DATE:
 CURRENT AR#: 000 00 0000  DATE:         STATUS:    ASSESSMENT INDICATOR:
YEAR    FEES     PENALTY    INTEREST   TAXES     BALANCE      TOTAL SHARES

 COMMAND:  ..........................................................
```

**Corporate, Limited Partnership, Limited Liability Company and Business Trust Data Inquiry**

## CORPORATE, LIMITED PARTNERSHIP, LIMITED LIABILITY COMPANY AND BUSINESS TRUST INQUIRY MENUS

To display information on corporations, limited partnerships, limited liability companies or business trusts:

- The corporation, LP, LLC or business trust to be displayed can be specified on the inquiry menu or on the inquiry display. Identify the corporation by following one of the two procedures described below:

    - **If the Corporate, LP, LLC or Business Trust ID is known:**

        - Type in the ID and

        - Press the <**ENTER**> key.

    **OR**

    - **If the Corporate, LP, LLC or Business Trust ID is unknown:**

        - Type in the **NAME** (or start of the name, spaces can be omitted)

        - Press the <**ENTER**> key

        - The Name Search screen will appear. When viewing the list screens, F8

            will page you forward through the list and F7 will page you back.

- The data will be retrieved from the database and displayed on the screen. See the following sections for the details of each inquiry.

```
 CISDRCT1                        CIS                        01/21/97
 SW2LU55   CISM0180         CORPORATE DATA INQUIRY              16:34:35

    CORP ID:  _____ - 0   STATUS:                     STATUS DATE:
  CORP NAME:  abcas_____
            _____
DATE OF CERTIFICATE:           PERIOD OF DURATION:         INDUSTRY CODE:
STATE OF INCORPORATION:                      STOCK INDICATOR:
MERGER INDICATOR:              MONITOR INDICATOR:
GOOD STANDING INDICATOR:              CASE STATUS:   HEARING DATE:
CHARTER FEE:                            CASE NO:
   R/A NAME:

     STREET:

      CITY:                         STATE :      ZIP:
 R/A STATUS:                     EFF. DATE:          LOC.:
ACCEPTED AR#: 000 00 0000  DATE:
 CURRENT AR#: 000 00 0000  DATE:         STATUS:     ASSESSMENT INDICATOR:
YEAR    FEES      PENALTY    INTEREST    TAXES     BALANCE      TOTAL SHARES

 COMMAND:  ...........................................................
```

Enter the corporate id or the corporate name and press **<ENTER>.**

```
CISDRCT1                      Clerk's Information System        01/21/97
 SW2LU55  CISM9022               NAME SEARCH ALL ENTITIES         16:35:18
                                     (Excluding GP)               PAGE:    1



    Enter Starting Entity Name:

            ABC_____




















 COMMAND:  .....................................................
F1=Help F2=Main Menu  F4=Prior Menu
```

## NAME SEARCH – "ALL ENTITIES"

### PURPOSE:

This inquiry is used to display the name search selection for all business entity types.

### PAGE FORWARD/BACKWARD

To page forward through the name list, depress the F8 key. To page backward through the name list, depress the F7 key.

### PROCEDURE:

When you have found the entity about which you would like more information, place your cursor beside the corporate, limited partnership, limited liability company or business trust name and press <ENTER>.

```
CISDRCT1                             CIS                         01/21/97
  SW2LU55  CISM9022              NAME SEARCH ALL ENTITIES         16:35:18
                                    (Excluding GP)                PAGE:    1
  SEARCH NAME:  ABCBAKINGCORPORATIONOFVIRGINIAINC_____
   GO TO PAGE:  ____                                    DIRECTION:  F
     CORP-ID                   CORPORATION NAME         STATUS/DATE
 1: 0251874-4 - ABCA'S INC.                             ACTIVE
                                                        11/12/96
 2: 0320902-0 - ABC ASSOCIATES, LTD.                    PURGED
                                                        12/31/94
 3: 0198241-2 - ABCAT CONSTRUCTION CO.                   PURGED
                                                        12/31/87
 4: 0416940-5 - ABC AUTO BODY, INC.                     TERMINATED
                                                        09/01/95
 5: 0167392-0 - ABC AUTO RENTALS, INC.                   PURGED
                                                        12/31/87
 6: F050872-3 - ABC AUTO SALES                          FICT PURGE
                                                        12/31/92
 7: 0194399-2 - A.B.C. BAKING CORPORATION OF VIRGINIA, INC.   PURGED
                                                        12/31/86
  COMMAND:  .....................................................
```

Depending on the type of entity selected, the following basic data will display on the screen:

```
CISDRCT1                         CIS                        01/21/97
 SW2LU55   CISM0180        CORPORATE DATA INQUIRY            16:36:09

    CORP ID:  0251874 - 4   STATUS: 00  ACTIVE        STATUS DATE: 11/12/96
  CORP NAME:  ABCA'S INC._____
          _____
DATE OF CERTIFICATE:  02/06/84   PERIOD OF DURATION:       INDUSTRY CODE: 00
STATE OF INCORPORATION:  VA VIRGINIA       STOCK INDICATOR:  S STOCK
MERGER INDICATOR:                  MONITOR INDICATOR:
GOOD STANDING INDICATOR: Y                 CASE STATUS:   HEARING DATE:
CHARTER FEE:                               CASE NO:
   R/A NAME:  BARBARA STEWART

     STREET:  12650 MCMANUS BLVD STE 102

       CITY:  NEWPORT NEWS           STATE :  VA  ZIP:  23602
 R/A STATUS:  O  ANY OTHER OFFIC  EFF. DATE:  11/13/96  LOC.: 211
ACCEPTED AR#: 096 01 6757  DATE: 11/12/96              NEWPORT NEWS CI
 CURRENT AR#: 096 01 6757  DATE: 11/12/96  STATUS: A   ASSESSMENT INDICATOR:  0
YEAR    FEES     PENALTY    INTEREST    TAXES     BALANCE      TOTAL SHARES
 97      95.00                                    95.00            20,000
COMMAND:  .....................................................................
```

To quickly select another inquiry option for the same entity, press the **<F5> key**.  A pop-up window, as shown on the next page  - Corporate Queries, will be displayed.  Press the desired **<F> key** and the new inquiry will appear.

```
CISDRCT1                            CIS                       01/21/97
  SW2LU55   CISM0180          CORPORATE DATA INQUIRY              16:36:09

    CORP ID:  0251874 - 4   STATUS: 00  ACTIVE          STATUS DATE: 11/12/96
    CORP ┌──────────────────────────────────────────────────────┐
         │                 CORPORATE QUERIES                      │
 DATE OF │                                                        │ DE: 00
 STATE O │  PF1   CORPORATION DATA       PF10   STOCK HISTORY     │
 MERGER  │  PF2   CURRENT STOCK          PF11   STATUS HISTORY    │
 GOOD ST │  PF3   REGISTERED AGENT       PF12   OLD NAME          │
 CHARTER │  PF4   OFFICERS/DIRECTORS AND  PF13   NAME AVAILABILITY │
    R/A  │        PRINCIPAL OFFICE       PF14   ASSESSMENT/PAYMENT │
         │  PF5   MICROFILM              PF15   AMENDMENT HISTORY  │
     ST  │  PF6   FICTITIOUS NAMES       PF16   ANNUAL REPORT HISTORY │
         │  PF7   MERGER DATA            PF17   NAME SEARCH CORP   │
         │  PF8   CORPORATION ACTIVITY   PF18   CONVERSION HISTORY │
 R/A ST  │  PF9   CASE/MONITOR           PF19   DOMESTICATION HISTORY │
 ACCEPTE │                                                        │ S CI
  CURREN └──────────────────────────────────────────────────────┘ OR:  0
 YEAR    FEES     PENALTY     INTEREST    TAXES      BALANCE       TOTAL SHARES
  97     95.00                                        95.00              20,000
  COMMAND:  ........................................................
```

**NOTE:** Currently, information for case/monitor (PF9), name availability (PF13) and assessment/payment history (PF14) cannot be obtained through the Clerk's Information System.

```
SW2LU48  CISM0210           CORPORATE CURRENT STOCK DATA          12:02:37

  CORP ID:  0251874 - 4           CORP STATUS:  00  ACTIVE
 CORP NAME:  ABCA'S INC._____
            _____

                  C U R R E N T   S T O C K   D A T A

  CLASS       SHARES AUTH    CLASS       SHARES AUTH    CLASS       SHARES AUTH

 COMMON          20,000




TOTAL NUMBER SHARES AUTHORIZED:           20,000
COMMAND:  .......................................................
```

## CURRENT STOCK DISPLAY (Corporate Only)

**PURPOSE:**

This inquiry is used to display stock information on a corporation.  Arrived at by selecting F2 from the Queries Menu.

**PROCEDURE:**

When this option has been selected, the data screen will appear (Corporate Stock Data).  The following data will be retrieved from the database and displayed on the screen:

- Corp id
- Corp name
- Class
- Shares authorized
- Total number of authorized shares

```
CIS20326                           CIS                        02/10/97
 SW2LU48   CISM3050         REGISTERED AGENT INQUIRY              12:07:56


   CORP ID:  0251874 - 4       CORP STATUS:  00  ACTIVE
 CORP NAME:  ABCA'S INC._____

             _____


 CURRENT REGISTERED AGENT:
   NAME:  BARBARA STEWART
 STREET:  12650 MCMANUS BLVD STE 102

   CITY:  NEWPORT NEWS          STATE:  VA  ZIP:  23602-0000
 STATUS:  O  ANY OTHER     EFF DATE: 11/13/96    LOC:  211 NEWPORT NEWS CITY
-----------------------------------------------------------------------
 OLD REGISTERED AGENT:
   NAME:  BARBARA L. STEWART
 STREET:  BUILDING E
          12600 JEFFERSON AVENUE
   CITY:  NEWPORT NEWS                  STATE:  VA  ZIP:  23602-0000
 STATUS:  O  ANY OTHER     EFF DATE: 10/09/87    LOC:  211 NEWPORT NEWS CITY
 COMMAND:  ...................................................
```

## REGISTERED AGENT DISPLAY

**PURPOSE:**

This inquiry is used to display information about the current and previous registered agents for a corporation, limited partnership or limited liability company.  Arrived at by selecting F3 from the Queries Menu.

**PROCEDURE:**

When this option has been selected, the inquiry screen will appear (Registered Agent Inquiry).  The following data will be retrieved from the database and displayed on the screen:

- Corp, LP, LLC or business trust name and status

- Information about the current registered agent
    - name
    - street
    - monitor
    - city
    - state
    - zip code
    - status
    - effective date
    - locality

- Information about the old registered agent
    - name
    - street
    - city
    - state
    - zip code
    - status
    - effective date
    - locality

13

```
CIS20326                              CIS                          02/10/97
 SW2LU48   CISM1001   OFFICERS/DIRECTORS AND PRINCIPAL OFFICE        12:08:43

CORPORATE ID:  0251874 4              CURRENT AR# 096-01-6757 DATE 11/12/96
   CORP NAME:  ABCA'S INC._____
               _____

      STREET:  710 DENBIGH BLVD., STE. 6-C


        CITY:  NEWPORT NEWS            STATE:  VA  ZIP:  23602
 S  C                                             DIR REQUIRED: Y
 E  A            OFFICERS/DIRECTORS DISPLAY FOR AR#  096-01-6757
 L  T                NAME                             TITLE        SIGN
 _  B   ALMA P MITCHELL                            PRESIDENT
 _  B   BARBARA L STEWART                          S/T
 _
 _
 _
 _
 _
 _

COMMAND:  ............................................................
```

## OFFICERS/DIRECTORS AND PRINCIPAL OFFICE ADDRESS

**PURPOSE:**

This inquiry is used to display information on the corporation's officers/directors and principal office address. Arrived at by selecting F4 from the Queries Menu.

**PROCEDURE:**

When this option has been selected, the data screen will appear (Officers/Directors and Principal Office). The following data will be retrieved from the database and displayed on the screen:

- Corp id
- Corp name
- Current A/R microfilm number
- Date of Report
- Principal office address of corporation
- Names and titles

```
CIS20326                              CIS                           02/10/97
 SW2LU48   CISM1001    OFFICERS/DIRECTORS AND PRINCIPAL OFFICE        12:08:43

CORPORATE ID:  0251874 4              CURRENT AR# 096-01-6757 DATE 11/12/96
   CORP NAME:  ABCA'S INC._____
              _____
      STREET:  710 DENBIGH BLVD., STE. 6-C

       CITY:  NEWPORT NEWS             STATE:  VA  ZIP:  23602
 S  C                                            DIR REQUIRED: Y
 E  A            OFFICERS/DIRECTORS DISPLAY FOR AR#  096-01-6757
 L  T               NAME                              TITLE         SIGN
 X  B   ALMA P MITCHELL                            PRESIDENT
 _  B   BARBARA L STEWART                          S/T
 _
 _
 _
 _
 _
 _

COMMAND:  ............................................................
```

Further information on each officer/director may be viewed by placing an **"X"** beside the
name of the officer or director and pressing the <**ENTER**> key.  A pop-up window as shown
on the next page - Officer/Director Name and Address Screen will appear showing the
following data:

- type
- name
- title
- street, city, state and zip code

If more than one name has been selected, continue to press the <**ENTER**> key until all
selected officers and/or directors names and addresses have been displayed.

```
CIS20326                          CIS                        02/10/97
 SW2LU48   CISM1001   OFFICERS/DIRECTORS AND PRINCIPAL OFFICE     12:08:43

CORPORATE ID:  0251874 4              CURRENT AR# 096-01-6757 DATE 11/12/96
   CORP NAME:  ABCA'S INC._____
              _____
      STREET:  710 DENBIGH BLVD., STE. 6-C

       CITY:  NEWPORT NEWS            STATE:  VA  ZIP:  23602
  S  C                                DIR REQUIRED: Y

                                                                    N

     O F F I C E R / D I R E C T O R   N A M E   A N D   A D D R E S S
        TYPE:  OFFICER & DIRECTOR
        NAME:  ALMA P MITCHELL
       TITLE:  PRESIDENT
      STREET:  20 MARVIN DR

        CITY:  NEWPORT NEWS              STATE:  VA  ZIP:  23602
```

**PRESS <ENTER> AGAIN TO CONTINUE**

```
CIS20326                           CIS                          02/10/97
 SW2LU48   CISM0250           MICROFILM INQUIRY                  12:15:43

   CORP ID: 0251874 - 4    CORP STATUS: 00  ACTIVE              ORDER/LINE #'S
 CORP NAME: ABCA'S INC._____     _____

           _____     ___
COURT LOCALITY: 211 NEWPORT NEWS CITY       TOTAL CHARTER FEES:      20.00

 ORD SEL  MICROFILM NO   DOCUMENT TYPE         DATE     CHARTER FEE PAGES
    __      96 11 02 1327  RAC  > REGISTERED AGE   11/13/96                  1
    __      96 11 02 1155  REIN > REINSTATEMENT    11/12/96                  1
    __      94 09 09 3048  TERM > TERMINATION      09/01/94
    __      87 10 04 0207  RAC  > REGISTERED AGE   10/09/87                  1
    __      86 02 03 0446  RAC  > REGISTERED AGE   02/11/86                  1
    __      84 02 02 0164  NEWC > NEW CHARTER      02/06/84       20.00      3




COMMAND:  ....................................................
```

## MICROFILM HISTORY

**PURPOSE:**

This inquiry is used to display microfilm information for a corporation.  Arrived at by selecting F5 from the Queries Menu.

**PROCEDURE:**

When this option has been selected, the inquiry screen will appear (Microfilm Inquiry Screen).  The following data will be retrieved from the database and displayed on the screen:

- Corp, LP, LLC or business trust status and name
- Court locality
- Charter, LP, LLC or business trust fee
- Microfilm number
- Document type

Date and number of pages for each microfilmed document for the corporation, limited partnership or limited liability company

```
CIS4182 - NO FICTITIOUS NAMES FOUND
  CIS20326                            CIS                        02/10/97
  SW2LU48    CISM3120        FICTITIOUS NAME INQUIRY             12:10:23

     CORP ID:  0251874 - 4            CORP STATUS:  00  ACTIVE
   CORP NAME:  ABCA'S INC._____
               _____

        DATE                 FICTITIOUS NAME(S)




 COMMAND:  .......................................................................
```

## FICTITIOUS NAME

**PURPOSE:**

This inquiry is used to display information on fictitious names filed for a corporation, limited partnership or limited liability company.  Arrived at by selecting F6 from the Queries Menu.

**PROCEDURE:**

When this option has been selected, the inquiry screen will appear (Fictitious Name Inquiry Screen).  The following data will be retrieved from the database and displayed on the screen:

- **Corp, LP, LLC or business trust id**
- **Name**
- **Status**
- **Date filed**
- **Fictitious name/ (s)**

```
CIS20326                            CIS                        02/10/97
 SW2LU48   CISM1060               MERGER INQUIRY                 12:13:14

CORP/LP ID: 0042167 - 7   CORP/LP STATUS: 00  ACTIVE    STATUS DATE: 12/31/75
CORP/LP NAME:   ALBANO CLEANERS, INCORPORATED_____ CORP/LP: C
              _____
MERGE EFF DATE: 01/06/81     RESTATEMENT:


        EFF DATE   CORP/LP/
 TYPE     DCN      LC ID    OTHER CORP/LP/LC INVOLVED
   N    01/06/81   0108698  KING ARTHUR'S ONE HOUR DRY CLEANERS, INC.
          - - -
   N    01/06/81   0181467  ARTHUR'S ONE HOUR CLEANERS & COIN OPERATED LAUNDRY
          - - -            , INC.
   N    03/24/77   0135298  SOUTHERN DRAG RACING, INC.
          - - -


          - - -


          - - -
COMMAND:  ...........................................................
```

## MERGER HISTORY

**PURPOSE:**

　　　　This inquiry is used to display information on merged corporations, limited partnerships and limited liability companies.  Arrived at by selecting F7 from the Queries Menu.

**PROCEDURE:**

　　　　When this option has been selected, the Merger Inquiry Screen will appear.  The following data will be retrieved from the database and displayed on the screen:

- Corp, LP, LLC or business trust id and status date
- Corp, LP, LLC or business trust name
- Merger effective date
- Date of restatement (if applicable)
- Type (survivor or non-survivor)
- Effective date (first six digits of DCN#)
- Corp, LP, LLC or business trust id
- Name of other corporations, LP or LLC's involved in the merger

```
CIS20326                          CIS                        02/10/97
 SW2LU48   CISM0270         CORPORATION STOCK HISTORY            12:12:45

          CORP ID:  0042167 - 7      CORP STATUS:  00  ACTIVE
         CORP NAME:  ALBANO CLEANERS, INCORPORATED_____
                     _____

            DATE              TYPE            CLASS     SHARES AUTH
          09/23/93     C  STOCK             COMV                150
          09/05/90     C  STOCK             COMMON              150
                                            PREFER            2,000










 COMMAND:  .............................................................
```

## STOCK HISTORY

**PURPOSE:**

This inquiry is used to display history information on stock changes for a corporation. Arrived at by selecting F10 from the Queries Menu.

**PROCEDURE:**

When this option has been selected, the inquiry screen will appear (Corporation Stock History Inquiry Screen). The following data will be retrieved from the database and displayed on the screen:

- Corp id and corp status
- Date of amendment filing
- Type
- Class
- Shares Authorized

```
CIS20326                            CIS                      02/10/97
 SW2LU48   CISM0260         CORPORATE STATUS HISTORY           12:14:23


           CORP ID:  0251874 - 4  CORP STATUS: 00 ACTIVE
         CORP NAME:  ABCA'S INC._____
                     _____
 CORP STATUS DATE:  11/12/96
                         S T A T U S    H I S T O R Y
                       OLD STATUS DATE          OLD STATUS
                          09/01/94           10 TERMINATED (AUTOMATIC)
                          04/01/94           01 FEE DELINQUENT
                          05/26/92           00 ACTIVE
                          04/01/92           01 FEE DELINQUENT
                          02/03/84           00 ACTIVE





     COMMAND:  ......................................................
```

## STATUS HISTORY

**PURPOSE:**

This inquiry is used to display history on the status of a corporation. Arrived at by selecting F11 from the Queries Menu.

**PROCEDURE:**

When this option has been selected, the inquiry screen will appear (Corporation Status History Inquiry Screen). The following data will be retrieved from the database and displayed on the screen:

- Corp id
- Current corp status
- Corp name
- Present status date
- Old status date and old status

```
CIS1021 - NO OLD NAME RECORDS
 CIS20326                            CIS                        02/10/97
 SW2LU48    CISM3155              OLD NAME INQUIRY              12:11:51

   CORP ID:  0251874 - 4      CORP STATUS: 00  ACTIVE
  CORP NAME:  ABCA'S INC._____
             _____

   OLD NAME:                                  DATE OF NAME CHANGE:








 COMMAND:  .....................................................................
```

## OLD NAMES

**PURPOSE:**

This inquiry is used to display all of the previous names for a corporation.  Arrived at by selecting F12 from the Queries Menu.

**PROCEDURE:**

When this option has been selected, the inquiry screen will appear (Old Name Inquiry Screen).  The following data will be retrieved from the database and displayed on the screen:

- Corp id and corp status
- Corp name
- Old name
- Date of name change for each previous name

```
CIS3090 - NO FURTHER DATA EXISTS FOR THIS SPECIFIC TYPE OF INQUIRY
  CIS20326                           CIS                      02/10/97
  SW2LU48    CISM3170      CORPORATE AMENDMENT HISTORY        12:17:07

       CORP ID:  0251874 - 4 CORP STATUS:  00  ACTIVE
     CORP NAME:  ABCA'S INC._____
                 _____


     DATE       TIME               AMENDMENT TYPE








  COMMAND:  ...........................................................
```

## AMENDMENT HISTORY

**PURPOSE:**

This inquiry is used to display amendment history for a corporation.  Arrived at by selecting F15 from the Queries Menu.

**PROCEDURE:**

When this option has been selected, the inquiry screen will appear (Corporation Amendment History Inquiry Screen).  The following data will be retrieved from the database and displayed on the screen:

- Corp id and corp status
- Corp name
- Date, time and amendment type for each amendment

```
CIS20326                          CIS                        02/10/97
 SW2LU48   CISM0265    CORPORATE ANNUAL REPORT HISTORY        12:15:10


         CORP ID:  0251874 - 4  CORP STATUS: 00 ACTIVE
        CORP NAME:  ABCA'S INC._____
                   _____
 CORP STATUS DATE:  11/12/96                ORDER NO: _____  LINE NO: __


            A N N U A L   R E P O R T   H I S T O R Y
 SEL ORD   REVIEW DATE  REFERENCE NO       STATUS
   __        11/12/96     96 01 6757         A     ACCEPTED
   __        03/29/93     93 25 1031         A     ACCEPTED
   __        05/21/92     92 38 1756         A     ACCEPTED
   __        03/12/91     91 04 3961         A     ACCEPTED
   __        03/26/90     90 14 2021         A     ACCEPTED
   __        03/20/89     89 11 3357         A     ACCEPTED
   __        03/29/88      8 17 3416         A     ACCEPTED
   __        03/07/87      7 08 4877         A     ACCEPTED
   __        03/20/86      6 05 0204         A     ACCEPTED
   __        03/29/85      5 20 0866         A     ACCEPTED

 COMMAND:   ...................................................
```

## ANNUAL REPORT HISTORY

**PURPOSE:**

This inquiry is used to display history of annual reports submitted by a corporation. Arrived at by selecting F16 from the Queries Menu.

**PROCEDURE:**

When this option has been selected, the inquiry screen will appear (Corporation Annual Report History Inquiry Screen). The following data will be retrieved from the database and displayed on the screen:

- Corp id
- Corp status
- Review date
- Microfilm reference number
- Status

```
 CIS0326                            CIS                        09/12/02
 SCC098   CISM0640            CONVERSION INQUIRY               09:20:22

    ENTITY ID:  0412968 -    ENTITY STATUS: 46 CONVERTED  STATUS DATE: 07/01/02
  ENTITY NAME:  PALMER & CAY OF VIRGINIA, INC._____ ENTITY: C_
             _____
                    CONV EFF DATE/
            TYPE    ENTITY NAME    ORIG FORM DATE      ENTITY ID

             S      07/01/2002      07/27/1993         S080212

                    Palmer & Cay of Virginia, LLC




 COMMAND:  ...........................................................
 F1=HELP F3=REFRESH F4=PRIOR
```

## CONVERSION HISTORY

**PURPOSE:**

This inquiry is used to display conversion information for a domestic corporation that has converted to a domestic limited liability company (LLC), or vice versa. Arrived at by selecting F18 from the Queries Menu.

**PROCEDURE:**

When this option has been selected, the inquiry screen will appear (Conversion Inquiry). The following data will be retrieved from the database and displayed on the screen:

- Previous corp or LLC id
- Corp or LLC status
- Status date
- Conversion effective date
- Original formation date
- New corp or LLC entity name
- New corp or LLC id

```
CIS0326                            CIS                          09/12/02
SCC098   CISM0645           DOMESTICATION INQUIRY                11:08:48

   ENTITY ID:  F101365 - 7  ENTITY STATUS: 17 CANC/DOM   STATUS DATE: 08/13/02
 ENTITY NAME:   CENTURY NEWS SERVICE, INC._____ ENTITY: C
                 _____


             DOMESTICATION   ORIG    ORIGINAL
        TYPE    EFF DATE      STATE   FORM DATE     ENTITY ID

         D     08/13/2002      DC    10/15/1987     0582155

      ENTITY NAME: BENTON COMMUNICATIONS, INC.




 COMMAND:  ..........................................................
 F1=HELP F3=REFRESH F4=PRIOR
```

## DOMESTICATION HISTORY

**PURPOSE:**

This inquiry is used to display domestication information for a foreign corporation that has re-domesticated as a Virginia corporation **or** a Virginia corporation that has re-domesticated as a foreign corporation.  Arrived at by selecting F19 from the Queries Menu.

**PROCEDURE:**

When this option has been selected, the inquiry screen will appear (Domestication Inquiry).  The following data will be retrieved from the database and displayed on the screen:

- Previous corp id
- Previous corp name
- Status date
- Domestication effective date
- Original formation date
- New corp name (if applicable)
- New corp id

```
WEB#999                      Clerk's Information System           02/24/97
CISD8900                       Direct Access Main Menu            08:52:28

        Select a function, then press Enter.

                      2  1.   Corporate Inquiry Menu
                         2.   Limited Partnership Inquiry Menu
                         3.   Limited Liability Company Inquiry Menu
                         4.   Business Trust Inquiry Menu
                         5.   UCC Filings By Debtor/Taxpayer
                         6.   Specific UCC Filing Inquiry
                         7.   History Inquiries Menu
                         8.   LLC History Inquiries Menu
                         9.   Business Trust History Inquiries Menu
                        10.   Name Search all Entities
                        11.   SIGNOFF




 Command: ...........................................................
 F1=Help F2=Main Menu F4=Prior Menu
```

**To access Limited Partnership information from the main menu, select option 2.**

```
CISDRCT1                  Clerk's Information System              02/10/97
 CLKD0319             Limited Partnership Inquiries Menu           11:58:15

    Select a function, then press Enter.

              1_  1. Data Summary
                  2. Registered Agent
                  3. Fictitious Names
                  4. Name Search LP
                  5. Reserved Names
                  6. Old Names
                  7. Activity


                L/P ID _____ _
              L/P Name _____




Command: .........................................................
F1=Help F2=Main Menu F4=Prior Menu
```

Key the numeric value for the type of inquiry you wish to perform and depress the Enter key.

```
CISDRCT1                           CIS                        02/10/97
 SW2LU48    CISM3220    LIMITED PARTNERSHIP DATA INQUIRY        11:58:55
    L/P ID:  _____ -    STATUS:                      STATUS DATE:
   L/P NAME:  CAD ASSOCIATES_____

            _____
DATE OF FILING:            PERIOD OF DURATION:           INDUSTRY CODE:
STATE OF FILING:                        MERGER INDICATOR:
LLP-STATUS:     LLP-EFFECTIVE-DATE: 0  0  0   LLP-EXPIRATION-DATE: 0  0  0
           S P E C I F I E D   O F F I C E   A D D R E S S
     STREET:


      CITY:                        STATE:      ZIP:
        R E G I S T E R E D   A G E N T   I N F O R M A T I O N
   R/A NAME:


     STREET:


      CITY:                        STATE:      ZIP:
R/A STATUS:                   EFF DATE:            LOC:
    YEAR       FEES        PENALTY    INTEREST       BALANCE

COMMAND:  ......................................................
```

Enter the **LP id or the LP name** and press **<ENTER>.**

```
CISDRCT1                              CIS                    02/10/97
 SW2LU48  CISM9022                NAME SEARCH LP             12:00:09
                                                            PAGE:    1
 SEARCH NAME:   CAFFERTYWESTFIELDSILIMITEDPARTNERSHIP_____
  GO TO PAGE:  ____                                    DIRECTION:  F
     LP-ID              LIMITED PARTNERSHIP NAME        STATUS/DATE
1: L003311-0 - CAD ASSOCIATES LIMITED PARTNERSHIP       ACTIVE
                                                        09/23/91
2: L009659-6 - C.A.D. FAMILY LIMITED PARTNERSHIP        CANCELED (
                                                        12/31/96
3: M001293-2 - CADY ASSOCIATES LIMITED PARTNERSHIP      CANCELED (
                                                        12/31/96
4: L010186-7 - C & A FAMILY LIMITED PARTNERSHIP         ACTIVE
                                                        11/27/95
5: L005544-4 - CAFFERTY-ALLSTATE II ASSOCIATES LIMITED PARTNERSHI  CANCELED
             P                                          09/04/91
6: L007357-9 - CAFFERTY BREN MAR ASSOCIATES LIMITED PARTNERSHIP   CANCELED (
                                                        12/31/96
7: L003848-1 - CAFFERTY-WESTFIELDS I LIMITED PARTNERSHIP  CANCELED
                                                        12/31/91
COMMAND:  ...........................................................
```

Place your cursor beside the desired LP name and press **<ENTER>.**

```
CISDRCT1                        CIS                        02/10/97
 SW2LU48    CISM3220    LIMITED PARTNERSHIP DATA INQUIRY       12:00:34
    L/P ID:  L003311 -     STATUS: 00  ACTIVE        STATUS DATE:  09/23/91
  L/P NAME:  CAD ASSOCIATES LIMITED PARTNERSHIP_____
           _____
DATE OF FILING:  03/10/1988 PERIOD OF DURATION:        INDUSTRY CODE:  00
STATE OF FILING:  VA VIRGINIA            MERGER INDICATOR:
LLP-EFF-DTE:  01/19/05    LLP-CONT-DTE: 01/19/05   LLP-EXP-DTE: 07/01/05
         S P E C I F I E D   O F F I C E   A D D R E S S     LLP-STATUS: Y
    STREET:  921 Priscilla Lane

      CITY:  Alexandria              STATE:  VA  ZIP:  22308-0000
        R E G I S T E R E D   A G E N T   I N F O R M A T I O N
  R/A NAME:  Richard Breed, Jr.

    STREET:  921 Priscilla Lane

      CITY:  Alexandria              STATE:  VA  ZIP:  22308-0000
R/A STATUS: U *UNKNOWN*        EFF DATE:  03/10/88 LOC: 129  FAIRFAX COUNTY
     YEAR       FEES       PENALTY    INTEREST      BALANCE
      96          50.00
COMMAND:  .........................................................
```

To quickly select another inquiry option for the same LP, press the **<F5> key**.  A pop-up window, as shown on the next page  - Limited Partnership Queries, will be displayed.  Press the desired **<F> key** and the new inquiry will appear.

For inquiries which have repetitive data which cannot all fit onto one screen, use the **<F7> key** to page backward and the **<F8> key** to page forward to view additional information.

```
CISDRCT1                            CIS                      02/10/97
 SW2LU48   CISM3220    LIMITED PARTNERSHIP DATA INQUIRY         12:00:34
    L/P ID:  L003311 -     STATUS: 00  ACTIVE          STATUS DATE:  09/23/91
   L/P NAME:  CAD ASSOCIATES LIMITED PARTNERSHIP_____

DATE OF  ┌─────────────LIMITED PARTNERSHIP QUERIES──────────────┐
STATE O  │                                                      │
LLP-STA  │ PF1  L/P DATA SUMMARY       PF10                      │    O
         │ PF2                         PF11  STATUS HISTORY      │
    ST   │ PF3  REGISTERED AGENT       PF12  OLD NAME            │
         │ PF4  GENERAL PARTNERS       PF13  NAME AVAILABILITY   │
         │ PF5  MICROFILM              PF14  ASSESSMENT/PAYMENT  │
         │ PF6  FICTITIOUS NAMES       PF15  AMENDMENT HISTORY   │
    R/A  │ PF7  MERGER INQUIRY         PF16                      │
         │ PF8  L/P ACTIVITY DISPLAY   PF17  RESERVED NAME       │
    ST   │ PF9                                                   │
         └──────────────────────────────────────────────────────┘


R/A STA                                                            TY
      YEAR        FEES         PENALTY     INTEREST      BALANCE
       96          50.00
COMMAND:  .........................................................
```

**NOTE:** Currently, information on the general partners (PF4), name availability (PF13) and assessment/payment history (PF14) cannot be obtained through the Clerk's Information System.

```
WEB#999                       Clerk's Information System           02/24/97
CISD8900                        Direct Access Main Menu             08:52:28

      Select a function, then press Enter.

                  3  1.   Corporate Inquiry Menu
                     2.   Limited Partnership Inquiry Menu
                     3.   Limited Liability Company Inquiry Menu
                     4.   Business Trust Inquiry Menu
                     5.   UCC Filings By Debtor/Taxpayer
                     6.   Specific UCC Filing Inquiry
                     7.   History Inquiries Menu
                     8.   LLC History Inquiries Menu
                     9.   Business Trust History Inquiries Menu
                    10.   Name Search all Entities
                    11.   SIGNOFF




   Command: ..............................................................
   F1=Help F2=Main Menu F4=Prior Menu
```

**To access Limited Liability Company information from the main menu, select option 3.**

```
CISDRCT1                       Clerk's Information System           02/10/97
CLKD0319                          LLC Inquiries Menu                11:58:15

    Select a function, then press Enter.

              1_ 1. Data Summary
                 2. Registered Agent
                 3. Fictitious Names
                 4. Name Search LLC
                 5. Reserved Names
                 6. Old Names
                 7. Activity

                LLC ID _____ _
              LLC Name _____




Command: ..............................................................
F1=Help F2=Main Menu F4=Prior Menu
```

Key the numeric value for the type of inquiry you wish to perform and depress the Enter key.

```
CISDRCT1                             CIS                        02/10/97
SW2LU48    LLCM3220          LLC DATA INQUIRY                  12:20:23
   LLC ID:  _____  -    STATUS:                 STATUS DATE:
   LLC NAME:  ABCE_____
            _____
DATE OF FILING:          PERIOD OF DURATION:          INDUSTRY CODE:
STATE OF FILING:                        MERGER INDICATOR:
                    CONVERSION/DOMESTICATION INDICATOR:
          P R I N C I P A L    O F F I C E    A D D R E S S
     STREET:

     CITY:                         STATE:     ZIP:
          R E G I S T E R E D    A G E N T    I N F O R M A T I O N
   R/A NAME:

     STREET:

     CITY:                         STATE:      ZIP:
R/A STATUS:                  EFF DATE:             LOC:
     YEAR       FEES        PENALTY     INTEREST       BALANCE

  COMMAND:  ...............................................................
```

Enter the LLC id or the LLC name and press **<ENTER>.**

```
CISDRCT1                          CIS                    02/10/97
 SW2LU48  CISM9022              NAME SEARCH LLC            12:20:46
                                                          PAGE:    1
 SEARCH NAME:  ABCWALLCOMPANYLLC_____
   GO TO PAGE:   ____                                    DIRECTION:  F
     LLC-ID      LIMITED LIABILITY COMPANY NAME           STATUS/DATE
1: S013859-6 - ABC EDUCATORS, L.L.C.                      ACTIVE
                                                          04/09/96
2: S009760-2 - A.B.C. GENERAL CONTRACTING, L.L.C.         ACTIVE
                                                          08/07/95
3: S008019-4 - ABC HOTEL, L.L.C.                          ACTIVE
                                                          03/31/95
4: S017285-0 - ABC IMAGING OF VIRGINIA, L.L.C.            ACTIVE
                                                          12/11/96
5: S010360-8 - ABCOTT FINANCIAL, L.L.C.                   FEE DELINQ
                                                          09/01/96
6: S006862-9 - ABC'S, L.C.                                ACTIVE
                                                          12/30/94
7: S009760-2 - A.B.C. WALL COMPANY, L.L.C.                OLD NAME
                                                          08/14/95
COMMAND:  ........................................................
```

Place your cursor beside the desired LLC name and press **<ENTER>.**

```
CISDRCT1                            CIS                      02/10/97
 SW2LU48    LLCM3220           LLC DATA INQUIRY                 12:21:08
    LLC ID:  S013859 - 6   STATUS: 00  ACTIVE         STATUS DATE:  04/09/96
   LLC NAME:  ABC EDUCATORS, L.L.C._____
             _____
DATE OF FILING:  04/09/96 PERIOD OF DURATION:  03/31/2016 INDUSTRY CODE:  00
STATE OF FILING:  VA VIRGINIA               MERGER INDICATOR:
                     CONVERSION/DOMESTICATION INDICATOR:
          P R I N C I P A L   O F F I C E   A D D R E S S
     STREET:  6111 WYTHE PLACE

       CITY:  NORFOLK               STATE:  VA  ZIP:  23508-1259
         R E G I S T E R E D   A G E N T   I N F O R M A T I O N
   R/A NAME:  CRAIG L. MYTELKA

     STREET:  DOMINION TOWER, 15TH FLOOR
              999 WATERSIDE DR.
       CITY:  NORFOLK               STATE:  VA  ZIP:  23320-0000
R/A STATUS: 4 MEMBER OF VIRGI  EFF DATE:  04/09/96 LOC: 212  NORFOLK CITY
       YEAR       FEES       PENALTY     INTEREST        BALANCE

COMMAND:  .....................................................................
```

To quickly select another inquiry option for the same LLC, press the **<F5> key**.  A pop-up window, as shown on the next page  - Limited Liability Company Queries, will be displayed. Press the desired **<F> key** and the new inquiry will appear.

For inquiries which have repetitive data which cannot all fit onto one screen, use the **<F7> key** to page backward and the **<F8> key** to page forward to view additional information.

```
CISDRCT1                              CIS                         02/10/97
 SW2LU48    LLCM3220           LLC DATA INQUIRY                   12:21:08
    LLC ID:  S013859 - 6   STATUS: 00  ACTIVE        STATUS DATE:  04/09/96
   LLC NAME:  ABC EDUCATORS, L.L.C._____

DATE OF  ┌──────────────────── LLC QUERIES ──────────────────────┐  00
STATE O  │                                                       │
         │   PF1   LLC DATA SUMMARY         PF10                  │
         │   PF2                            PF11   STATUS HISTORY │
    ST   │   PF3   REGISTERED AGENT         PF12   OLD NAME       │
         │   PF4   MEMBERS                  PF13   NAME AVAILABILITY │
         │   PF5   MICROFILM                PF14   ASSESSMENT/PAYMENT │
         │   PF6   FICTITIOUS NAMES         PF15   AMENDMENT HISTORY │
   R/A   │   PF7   MERGER INQUIRY           PF16                  │
         │   PF8   LLC ACTIVITY DISPLAY     PF17   RESERVED NAME  │
    ST   │   PF9                            PF18   CONVERSION HISTORY │
         │                                  Pf19   LLC DOMESTICATION HISTORY │
         │                                                       │
R/A STA  └───────────────────────────────────────────────────────┘
      YEAR        FEES       PENALTY     INTEREST      BALANCE

COMMAND:   ..........................................................
```

**NOTE:** Currently, information on the members (PF4), name availability (PF13) and assessment/payment history (PF14) cannot be obtained through the Clerk's Information System.

```
WEB#999                     Clerk's Information System            02/24/97
CISD8900                      Direct Access Main Menu             08:52:28

      Select a function, then press Enter.

                 4  1.   Corporate Inquiry Menu
                    2.   Limited Partnership Inquiry Menu
                    3.   Limited Liability Company Inquiry Menu
                    4.   Business Trust Inquiry Menu
                    5.   UCC Filings By Debtor/Taxpayer
                    6.   Specific UCC Filing Inquiry
                    7.   History Inquiries Menu
                    8.   LLC History Inquiries Menu
                    9.   Business Trust History Inquiries Menu
                   10.   Name Search all Entities
                   11.   SIGNOFF




 Command: ..........................................................
 F1=Help F2=Main Menu F4=Prior Menu
```

**To access Business Trust information from the main menu, select option 4.**

```
WEB#999                     Clerk's Information System            02/24/97
CISD8900                         BT Inquiries Menu                08:52:28

      Select a function, then press Enter.

                 1  1.   Data Summary
                    2.   Registered Agent
                    3.   Used in VA By Name
                    4.   Name Search BT
                    5.   Reserved Names
                    6.   Old Names
                    7.   Activity

                     BT ID
                   BT Name




 Command: ..........................................................
 F1=Help F2=Main Menu F4=Prior Menu
```

Key the numeric value for the type of inquiry you wish to perform and depress the Enter key.

```
WEB0999                           CIS                          07/08/03
TCP00029                     BT DATA INQUIRY                    14:41:05
    BT ID:              STATUS:    ACTIVE           STATUS DATE:
   BT NAME:  KMB BUSINESS TRUST

DATE OF FILING:            PERIOD OF DURATION:          INDUSTRY CODE:
STATE OF FILING:                        MERGER INDICATOR:
                                     CONVERSION INDICATOR:
         P R I N C I P A L   O F F I C E   A D D R E S S
    STREET:

      CITY:                      STATE:      ZIP:
         R E G I S T E R E D   A G E N T   I N F O R M A T I O N
  R/A NAME:

    STREET:

      CITY:                      STATE:      ZIP:
R/A STATUS:   OFFICER/DIRECTOR  EFF DATE:          LOC:
      YEAR       FEES        PENALTY     INTEREST      BALANCE

COMMAND:  .................................................................
```

Enter the **business trust ID or the business trust name** and press **<ENTER>.**

```
CIS4177 - NEW PAGE
  WEBD000                           CIS                          09/23/03
  TCP00064   CISM9022            NAME SEARCH BT                   15:17:07
                                                              PAGE:      4
  SEARCH NAME:
    GO TO PAGE:                                        DIRECTION:   B
      BT-ID                  BUSINESS TRUST NAME               STATUS/DATE
  1:   B000053-1    KMB BUSINESS TRUST                         ACTIVE
                                                               07/09/03
  2:   B000068-9    LAURA MARIE BUSINESS TRUST                 ACTIVE
                                                               08/26/03
  3:   B000056-4    MASSEY BUSINESS TRUST                      OLD NAME
                                                               08/11/03
  4:   B000057-2    NORWOOD BUSINESS TRUST                     ACTIVE
                                                               07/18/03
  5:   B000067-1    PINE AVENUE BUSINESS TRUST                 ACTIVE
                                                               08/14/03
  6:   B000057-2    QUINCE BUSINESS TRUST                      TERMINATED
                                                               07/18/03
  7:   B000054-9    RORR BUSINESS TRUST                        PURGED
                                                               07/10/03


  COMMAND:
```

Place your cursor beside the desired business trust name and press **<ENTER>.**

```
WEB0999                                CIS                              07/08/03
TCP00029                          BT DATA INQUIRY                        14:41:05
     BT ID:  B000015 -     STATUS: 00  ACTIVE         STATUS DATE:  04/30/03
   BT NAME:  KMB Business Trust

DATE OF FILING: 04/30/2003  PERIOD OF DURATION:           INDUSTRY CODE: 00
STATE OF FILING:  VA VIRGINIA                  MERGER INDICATOR:
                                             CONVERSION INDICATOR:
           P R I N C I P A L   O F F I C E   A D D R E S S
    STREET:  1 Washington Street

      CITY:  Washington              STATE:  DC  ZIP:  10001-0001
         R E G I S T E R E D   A G E N T   I N F O R M A T I O N
   R/A NAME:  SAMUEL P LONGHORN

    STREET:  23 UNITED BLVD

      CITY:  ALEXANDRIA              STATE:  VA  ZIP:  22310-3265
R/A STATUS: 1 TRUSTEE      EFF DATE:  07/02/03 LOC: 202  BUENA VISTA CITY
     YEAR       FEES        PENALTY     INTEREST      BALANCE
      03        100.00                                100.00
COMMAND:  ..................................................................
```

To quickly select another inquiry option for the same business trust, press the **<F5> key**. A pop-up window, as shown below will be displayed. Press the desired **<F> key** and the new inquiry will appear.

For inquiries which have repetitive data which cannot all fit onto one screen, use the **<F7> key** to page backward and the **<F8> key** to page forward to view additional information.

```
                              BT QUERIES

            PF1  BT DATA SUMMARY           PF10
            PF2                            PF11  STATUS HISTORY
            PF3  REGISTERED AGENT          PF12  OLD NAME
            PF4                            PF13  NAME AVAILABILITY
            PF5  MICROFILM                 PF14  ASSESSMENT/PAYMENT
            PF6  USED IN VA BY NAMES       PF15  AMENDMENT HISTORY
            PF7  MERGER INQUIRY            PF16
            PF8  BT ACTIVITY DISPLAY       PF17  RESERVED NAME
            PF9                            PF18
```

This menu shows all the options on the BT Inquiries Menu & several options on the BT History Inquiry menu.

Press the corresponding PF key to select the option. NOTE: Merger Inquiry, Name Availability and Assessment/Payment options are not available.

Press PF4 to return to the previous screen.

```
CISDRCT1              Clerk's Information System              02/24/97
 CISD8900                 Direct Access Main Menu              10:25:15

    Select a function, then press Enter.

             5_  1. Corporate Inquiry Menu
                 2. Limited Partnership Inquiry Menu
                 3. Limited Liability Company Inquiry Menu
                 4. Business Trust Inquiry Menu
                 5. UCC Filings by Debtor/Taxpayer
                 6. Specific UCC Filing Inquiry
                 7. History Inquiries Menu
                 8. LLC History Inquiries Menu
                 9. Business Trust History Inquiries Menu
                10. Name Search All Entities
                11. SIGNOFF



Command: .......................................................
F1=Help F2=Main Menu F4=Prior Menu
```

## UNIFORM COMMERCIAL CODE INQUIRIES

## FILINGS BY DEBTOR/TAXPAYER

### PURPOSE:

This section describes the inquiry capabilities of CIS for Uniform Commercial Code Filings - financing statements and tax liens by a given debtor/taxpayer.

### PROCEDURE:

When this option has been selected, the inquiry screen will appear (UCC Filings Inquiry By Debtor/Taxpayer Name and Address).  The following data will be retrieved from the database and displayed on the screen:

- **Filing Inquiry List**

- For each Document Control Number/Microfilm Number displayed, the following information can be retrieved:

- Debtor/taxpayer name
- Debtor/taxpayer city, state, zip and country (as of filing date 3/8/93)
- Document type

```
UCCM0810          UCC Filings Inquiry By Debtor/Taxpayer Name        12:24:49

                        CURRENT GOOD THROUGH DATE: 99/99/9999

   Organization Name:
             _____
             _____

   Individual Name:
           Last: _____
          First: _____
         Middle: _____
         Suffix: _____

   Lien Type: _   T=Federal Tax Liens  F=UCC  A=All

   Filing Status:  All  _    Unlapsed  _

Command: _____
 F1=Help
```

For organizations:
- Enter the organization name.

For individuals:
- Enter the last, first, and middle names and suffix, if applicable.

Keying a name value in both the organization and individual name fields will result in an error.

- Lien Type:
    - Enter "T" for tax liens only
    - Enter "F" for financing statements only
    - Enter "A" for all filings

- Enter a "Y" or an "X" in the desired filing status field, "all" or "unlapsed" only.

Press the **<ENTER>** key

```
CISDRCT1                          CIS                          02/10/97
 UCCM0820                   UCC Filing Inquiry List                12:25:44
                                                         More?   >   +

 S   DCN/File No Type Status Name
 L   / Microfilm            / Address
 _   9307067390  FSO     A   JOHN, SARAH
     / 9307221192
                             / 3816 POE COURT


 D   8711920435  FSO     A   JOHNS ARCHITECT BEN R JR
     / 8711920435
                             /


 _   8804930995  FSO     A   JOHNS ARCHITECT BEN R JR
     / 8804930995
                             /

Command: _____
 F1=Help F7=Page Backward F8=Page Forward F10=Scroll Left F11=Scroll Right
```

**NOTE:**  Press the **<F7>** key to page backward, press the **<F8>** key to page forward.

- To display the **Details** for a specific filing, enter a **"D"** in the field to the left of the desired filing and press the **<ENTER>** key.

```
CISDRCT1                          CIS                           02/10/97
 UCCM0870            Financing Statement Details Inquiry           12:27:25

DCN: 87 11 92 0435   File Date:  11 14 1987 Time: 12:00 AM Exp Date: 11 14 1992
No Pages: 1          Statement Type: FSO                 Purge Date: 11 14 1997
Original DCN/File Number: 8711920435
Microfilm No: 8711920435 Refilm No:
 Debtor:  JOHNS ARCHITECT BEN R JR                        SSN/EIN:
   Name:
Address:

   City:  RICHMOND                  St: VA Zip: 000000000  Country:
Secured:                                                  SSN/EIN:
  Party:
Address:

   City:                            St:    Zip:          Country:



Command: _____
 F1=Help F5=Display History F10=Addl Sec Party F11=Addl Debtors
```

When this option has been selected, the following data will be retrieved from the database and displayed on the screen:

- **Filing Inquiry List**

- For each Document Control Number/Microfilm Number displayed, the following information can be retrieved:

- DCN/File Number
- Date
- Time
- Expiration Date
- DOC Type
- Debtor/taxpayer name
- Debtor/taxpayer city (as of filing date 3/5/93)
- Secured party name, address, etc.

**NOTE:** To view the current debtors for the financing statement show, press **<F11>**.  See the **<F>** key functions at the bottom of the screen.

```
END OF LIST FOR FILING PARTY
  CIS20326                          CIS                          02/24/97
  UCCM2915                      Debtors List                     13:54:22
          DCN:  87-11-92-0435 Doc Type:  FSO               More?
  Original DCN:    -   -   -
    1 JOHNS ARCHITECT BEN R JR
      RICHMOND VA 000000000
    2 JOHNS, BEN R JR ARCHITECT
      RICHMOND VA 000000000




  Command: _____
    F1=Help F3=Exit F7=Scroll Backward F8=Scroll Forward
```

```
CISDRCT1                          CIS                        02/10/97
 UCCM0820                  UCC Filing Inquiry List              12:25:44
                                                          More?   >   +

 S   DCN/File No Type Status Name
 L   / Microfilm           / Address
 _   9307067390  FSO     A   JOHN, SARAH
     / 9307221192
                            / 3816 POE COURT


 H   8711920435  FSO     A   JOHNS ARCHITECT BEN R JR
     / 8711920435
                            /



 _   8804930995  FSO     A   JOHNS ARCHITECT BEN R JR
     / 8804930995
                            /

Command: _____
 F1=Help F7=Page Backward F8=Page Forward F10=Scroll Left F11=Scroll Right
```

**NOTE:**  Press the **<F7>** key to page backward, press the **<F8>** key to page forward.

- To display the **History** for a specific filing, enter a **"H"** in the field to the left of the desired filing and press the **<ENTER>** key.

```
END OF FILING HISTORY LIST
 CISDRCT1                        CIS                          02/10/97
 UCCM0840 UCCM0840         Document Filing History            12:29:54
                                                      More:   >

 S DCN/File No File Date    Filing Party Name
 L  Microfilm   Stmt Type     Address
 _ 8711920435 11 14 1987 DB JOHNS ARCHITECT BEN R JR
     8711920435     FSO

                         RICHMOND VA 000000000

 _                       DB JOHNS, BEN R JR ARCHITECT

                         RICHMOND VA 000000000

 _


Command: _____
 F1=Help F7=Page Backward F8=Page Forward F10=Scroll Left F11=Scroll Right
```

When this option has been selected, the following data will be retrieved from the database and displayed on the screen:

- **Document Filing History**

- Displays history information related to the filing regardless of the status, type and dates specified. The following information can be retrieved:

- DCN/File number
- Statement type
- File date
- Filing party name

**NOTE:** To view additional history press the **<F11>** key.

```
CISDRCT1                         CIS                          02/10/97
 UCCM0860 UCCM0860          Document Filing History              12:31:41
                                                              More: <

 S  DCN/File No  File Date   Exp Date     Purge Date
 L   Microfilm    Stmt Type
 _ 8711920435   11 14 1987  11 14 1992    11 14 1997
    8711920435      FSO




 _



 _



Command: _____
 F1=Help F7=Page Backward F8=Page Forward F10=Scroll Left F11=Scroll Right
```

When this option has been selected, the following data will be retrieved from the database and displayed on the screen:

- **Document Filing History**

- Displays history information related to the filing regardless of the status, type and dates specified.  The following information can be retrieved:

- DCN/File number
- Microfilm number
- Statement type
- File date
- Expiration date

```
CISDRCT1                          CIS                      02/25/97
 UCCM0876          Filing Officer Statement Details Inquiry      08:21:06

 DCN: 01 05 29 7003    File Date: 06 06 2001    Time:11:45 AM


 Statement Type: FSOS


 Original DCN/File No: 9999999999     Associated DCN: 8888888888


 Microfilm No:           Refilm No:


 Comments      : ADDED DEBTOR LEFT OUT OF FILING FSC






 User Id: DIRECTA

Command: ............................................................
 F5=Display History F10=Secured Parties F11=Debtors
```

If details were requested on a filing type of FSOS (Filing Officer Statement), then this screen will be displayed indicating the reason for the correction.

```
WEB#999                          Clerk's Information System            02/24/97
CISD8900                          Direct Access Main Menu              08:52:28

        Select a function, then press Enter.

                     1  1.   Corporate Inquiry Menu
                        2.   Limited Partnership Inquiry Menu
                        3.   Limited Liability Company Inquiry Menu
                        4.   Business Trust Inquiry Menu
                        5.   UCC Filings By Debtor/Taxpayer
                        6.   Specific UCC Filing Inquiry
                        7.   History Inquiries Menu
                        8.   LLC History Inquiries Menu
                        9.   Business Trust History Inquiries Menu
                       10.   Name Search all Entities
                       11.   SIGNOFF




 Command: ............................................................
 F1=Help F2=Main Menu F4=Prior Menu
```

## Exiting from the Direct Access System

Please exit the system by selecting the numeric selection of 11 and depressing Enter or by clicking on the Signoff button.